



## AMESBURY PUBLIC SCHOOLS

Where children come first!

**G. DAVID JACK**  
Superintendent of Schools

**TELENA S. IMEL**  
Curriculum Director

**MICHAEL BERGERON**  
Business Administrator

June 17<sup>th</sup> 2011

To All Staff members,

Due to July 1<sup>st</sup> being a Friday, we will have 27 pay periods in 2012. Due to this calendar event, we are offering a one-time differential payment plan under these options. Once an option is chosen, it cannot be changed during the year.

If the form attached is not filled out and returned to the payroll office, we will keep your current pay structure in effect. This will mean that you will go without a paycheck for a two-week period in the summer of 2012 if you are currently paid on a 21 or 26 week period. It is very important that this form be filled out completely and sent to the payroll department by June 27, 2011. Listed below are the Payroll Options:

**Option A:** Any employee who currently receives salary over 21 or 26 weeks, and wants to continue to follow the 21 or 26 week paycheck process will select this option. Your first paycheck will be on 8/26/2011 and your last paycheck for employees who elect 21 week pay periods will be 6/1/2012, for 26 weeks the last paycheck will be 8/10/2012. By selecting this option, as a 26 week paycheck employee you will not receive a paycheck on 8/24/2012.

**Option B:** Any employee will have the option to change to 22 or 27 pay periods for the 2011-2012 School year only. Your first check of the new school year will be 8/26/2011 last check for employees who elect for 22 paychecks will be 6/15/2012, and for employees who elect for 27 paychecks it will be 8/24/2012. **You will not miss any pay periods if you elect for 27 paychecks.**

Please fill out the form on the backside of this letter, and return to the Payroll Office no later than June 27<sup>th</sup> 2011. If no form is returned by this date, you will choose Option A by default, and will follow your current pay structure. Once this happens, the district will not be able to change it at any time.

Thank you,  
Michael Bergeron  
Business Administrator

\*For Voluntary deductions to 403(B), deferred compensation 457 plans, and other voluntary deductions, please consult with your financial advisor to discuss your personal situation and deduction limits. Feel free to share this letter with the advisor to answer any questions that may arise.

Michael Bergeron  
Business Administrator  
Amesbury Public Schools  
10 Congress Street  
Amesbury, MA 01913



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NAME: \_\_\_\_\_

BUILDING: \_\_\_\_\_

DATE: \_\_\_\_\_

**I CHOOSE THE FOLLOWING PAYROLL PERIODS FOR MY 2011-2012 SALARY (PLEASE CIRCLE ONE OPTION)**

OPTION A: Keep my paycheck cycle the same as this year, and I understand that if I am currently receiving 21 paychecks, I will get my last paycheck on June 1<sup>st</sup> 2012, and that if I receive 26 paychecks, I will not receive a paycheck on 8/26/12.

OPTION B: Please pay me over 22 week paychecks if I am currently a 21 week paycheck employee, and 27 week paychecks if I am currently a 26 week paycheck employee.

SIGNED: \_\_\_\_\_

RECEIVED ON: \_\_\_\_\_